



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education LEA Financial Advisory & Assistance Section Fiscal Services Division Office of Administrative Services	Application Number 76-70-A	
Application Number		Date Received JAN 5 1982	Date Completed FEB 1 1982
2. Person to Contact Warren Post		Working Title Administrator	Telephone Number 656-2447
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>76-70-A</u> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1965 To Date		5. Records Series Title (followed by title used in office, if different) Local Education Agency Financial Review Files	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created? <u>No Change</u>	
7. Record Series Description Documents relating to: Included are: <u>No Change</u> File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weigman Culp</i>	<i>1/4/82</i>	<i>Walker L. Baumgardner</i>	<i>1-4-82</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<i>1-12-82</i>
		Secretary of State/Designee	Date
		<i>Carroll Hart</i>	<i>1-11-82</i>
		Attorney General/Designee	
		<i>[Signature]</i>	



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Application Date	1. Agency Address Department of Education Office of Administrative Services Fiscal Services Division Financial Assistance Section	Application Number 76-70-A	
Application Number		Date Received NOV 19 1981	Date Completed DEC 16 1981
2. Person to Contact Warren Post		Working Title Administrator	Telephone Number 656-2447
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>76-70</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1965 Present		5. Records Series Title (followed by title used in office, if different) Local Education Agency Financial Review Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <div style="text-align: center;"><u>No Change</u></div>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: <div style="text-align: center;"><u>No Change</u></div> File is arranged:			
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YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
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11. Retention Requirements

The following requires the series to be kept:

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|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	<i>11/19/81</i>	<i>Walker L. Baumgardner</i>	<i>11/19/81</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<i>12-8-81</i>
		Secretary of State/Designee	<i>12-7-81</i>
		<i>[Signature]</i>	<i>12-16-81</i>
		Attorney General/Designee	

Application Date February 23, 1976	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer	Date Received MAR 2 1976	Application No. 76-70	Date Completed MAR 13 1976
Agency Application No. 3230-001		Person to Contact Warren Post		
AGENCY, Division, Subdivision & Administering Office Address Department of Education Financial Services Division Financial Review Section Room 132, 12 Mitchell St., Atlanta, Georgia 30334		5. Working Title Supervisor	6. Tel. No. 656-2442	

ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED

7. Earliest & Latest Dates of Series 1965 to date	9. Exact Series Title LOCAL EDUCATIONAL AGENCY FINANCIAL REVIEW FILES
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What is the function of the office in which this record series is created?

The Financial Services Division administers the statewide distribution of APEG allotments and payments, state capital outlay funds, and federal funds under Public Law 93-380, ESEA Title IV, Part B, and conducts financial analyses and reviews of local education agencies to aid them in financial management and legal use of all funds.

The Financial Review Section conducts financial reviews of each local education agency, providing technical assistance to them in their development of acceptable accounting systems and maintains and updates the Georgia Accounting Handbook for Local School Systems.

This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: administering financial reviews and audits of local education agencies, providing the necessary technical accounting assistance to the units in the development and maintenance of uniform and acceptable accounting systems.

Included are: (1) Local School System Budget, (2) Local School System Financial Report, (3) Audit Report, (4) correspondence, and (5) other related documents.

Files are arranged: alphabetically by county school systems, city school systems, CESAs, area vocational technical schools and regional libraries.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	No. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	No. Ft. of Records
Letter-size File Drawers	12	18		4	6
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In office	In storage
Records center boxes		100			
			AVERAGE DAILY DIFFERENCES	100	80 20 2/

13. Is this the Record Copy of the series? ☒ [X] ☐ []
- Except for item (2), Local School System Financial Report and item (3), Audit Report.
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
Files would be very difficult and/or costly to reconstruct from local school systems.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [X] ☐ []
see no. 24.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 7 years:

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

P.L. 93-380, Section 434, states that recipients of Federal funds shall keep pertinent records for 5 years after completion of project. Some of these are grants covering 2 years.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☒ [X] FISCAL YEAR ☐ [] OTHER _____, then.

- ☒ [X] Hold in the current files area _____ month(s)/ 2 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

Then remove item (2), Local School System Financial Report and item (3), Audit Report, from the files and destroy; then transfer remainder of file to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Walker L. Baumgardner</i>	Date <i>2/27/76</i>	OTHER REQUIRED SIGNATURES	DATE
6. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>W. G. L. Lacey</i> <i>Warren B. Kent</i>	<i>3/1/76</i> <i>2/27/76</i>
STATE RECORDS COMMITTEE	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Ligon</i>	<i>3-11-76</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Cargill Hunt</i>	<i>3-16-76</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert H. Shell</i>	<i>3-12-76</i>